Missouri Department of Elementary and Secondary Education

Accessing MAP Data
via Crystal Reports and the Web

map@dese.mo.gov

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TOPIC   **PAGE NUMBER**

Introduction

For the past several years, school district staff members have utilized Clear Access for analysis of Missouri Assessment Program (MAP) results. For the 2004-2005 school year, we are transitioning to Crystal Reports, a technology that enables districts Web-based access to MAP data behind the DESE security system. Crystal Reports will permit district staff to generate reports, download their data into a variety of formats, and do ad hoc querying, much like Clear Access.

To access the online MAP-Results System you need to have a Department of Elementary and Secondary Education (DESE) User ID and password, access to the Internet and the use of a web browser (like Internet Explorer or Netscape). Below is information on how to get User IDs and passwords.

Crystal Reports allows the ability to provide pre-made reports, analytical (slice and dice) reports, and ad hoc query abilities. Currently the pre-made reports are the only ones available; the other reporting functions will be available throughout the year.

Continued Use of Clear Access – This year as we transition to the new reporting tool, we will be creating the Access database file (*.mdb) that we have always created, and will create the MAP_2004_Reports folder. We will NOT provide these files on a CD this year. The files will be available to download from the web site for those districts that would like to have that ability as they adjust to using Crystal Reports. See the section on "Downloading the Clear Access Data file and 2004 Report Folder."

Crystal Reports and Filters

The reports have been organized in the same "folder" structure as they were in Clear Access; five folders – Administrative, Achievement Level, Content Standards, Item Analysis, Reading Proficiency.

The reports will have a "filters" page which allows the user to decide what data to be presented in the report; for example one year (2004) or multiple years (1999 – 2004). Below is a list of the folders, the available reports, a list of filters, and description. (NOTE: See page XX for a list of the previous Clear Access report names and how those reports relate to the Crystal Reports.)

Filters
Year = (i.e. Spring 2004 – Year = 2004)
Content Area and Grade Level = (i.e. Communication Arts/03)
Summary Level = (i.e. State, District or School)
Category/Type = disaggregated groups (i.e. Special Programs/IEP Students; or Race Ethnicity/Black(not Hispanic))
School Type = (i.e. Elementary Schools, Middle Schools, or High Schools) NOTE: This can NOT be used in combination with Summary Level. If School Type is chosen, leave Summary Level blank.

Administrative Folder	Filters	Description
AP Dual Credit*	Year	Name of each student who scored Advanced or Proficient in Communication Arts, Mathematics or Science.
AYP	None	Displays performance on Adequate Yearly Progress (AYP) objectives. Performance is calculated using the scores for those students who were in the district greater than a year as defined in the MAP Examiner's Manual and recorded on the MAP Student Information Sheet (SIS).
AYP Summary Report	None	Provides the overall call for the district and each of the buildings, and displays if the school has been identified for school improvement.
HSVocational Student List*	Year	Name and achievement level of each student identified as a High School Vocational Student.
HSVocational Student Summary*	Year	Name of each student identified as a High School Vocational Student for the current year Count of High School Vocational Students in each grouping.
Level Not Determined*	Year; Content Area and Grade; School Type	List of students without a MAP score and the reason for being placed in the "Level Not Determined" category.
Map Scale Score Summary*	Year; Content Area and Grade	Median Map Scale Score Achievement Level Median TerraNova National Percentile
MAP-Alternate Report*	None	List of students who were marked as MAP-Alternate and had a MAP-Alternate Portfolio
Student Scoring Step 1*	Year; Content Area and Grade; School Type	Name of each student who scored Step 1
Students Report*	Year; Content Area and Grade	Achievement Level MAP Scale Score Terra Nova Score

Achievement Level	Filters	Description
Achievement Level Chart Top2 Bottom2	Content Area and Grade; Year; Summary Level; Category/Type	Bar Chart displaying the percent of students scoring in the bottom two levels (Step1 or Progressing) and the top two levels (Proficient or Advanced)
Achievement Level Report	Summary Level; Year; Content Area and Grade; Category and Type; School Type	Displays the count of students who were Accountable, Reportable, Level Not Determined, and the percent in each of the five Achievement Levels, the percent in the bottom two levels (Step1 or Progressing and the top two levels (Proficient or Advanced) and the MAP Index score
MAP Index Chart	Year; Content Area and Grade; Category and Type; Summary Level	Bar Chart displaying the MAP Index Score
Content Standards	**Filters**	**Description**
Content Standards	Year; Content Area and Grade; Summary Level; Category and Type	Average percent of points earned per content standard.
Content Standards Detail*	Year; Content Area and Grade	Percent of points earned per content standard by student.
Item Analysis	**Filters**	**Description**
Content Standard IBD	Summary Level; Content Area and Grade; Year	Average number of points earned by test item. Report displays the content standard, content standard description, item type, and item benchmark description.
Process Standard IBD	Summary Level; Content Area and Grade; Year	Average number of points earned by test item. Report displays the goal and process standard, standard description, item type, and item benchmark description.
Reading Proficiency	**Filters**	**Description**
Reading Chart	Grade Level; Summary Level; Category and Type	Report showing the number of students Reportable, in each of the Reading groups (Proficient, Satisfactory or Unsatisfactory) and the MAP Reading Index.
Reading Chart Index	Summary Level; Grade Level; Category and Type	Bar Chart displaying the MAP Reading Index.
Reading Report	Summary Level; Year; Category and Type; Grade Level	Bar Chart showing the percent of students scoring Proficient or Advanced.
Student Reading Report*	Year	A list of each student showing what reading level they were at – Proficient, Satisfactory or Unsatisfactory.

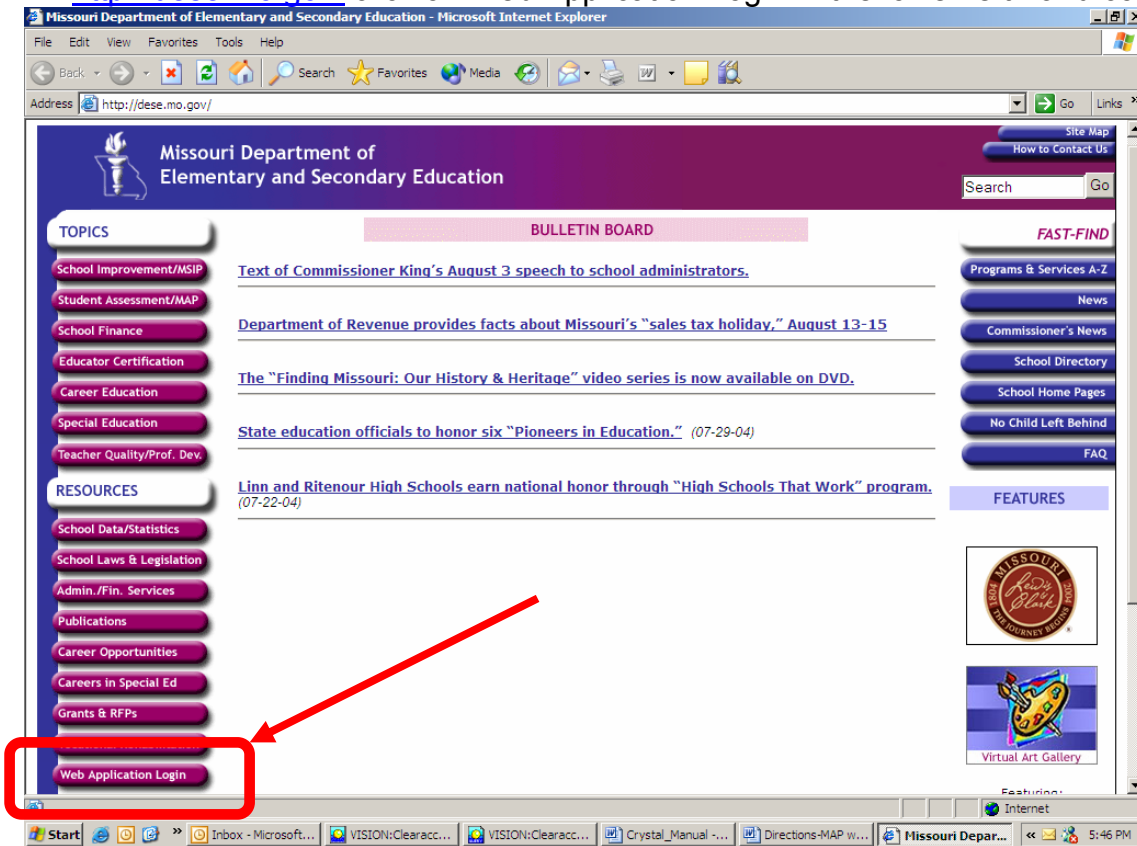* Student Level Reports

Step-by-Step Directions to Access the Reports

1) Get Access to the online system.

    a. User IDs and Passwords
- ❖ Contact the District Security Administrator – within each school district the superintendent and at least one other individual have been identified as the Security Administrator. They have the ability to create User Ids and passwords for the DESE web systems through the online User Manager.

- ❖ Have DESE create the User Ids and passwords. Access the security forms on the DESE web site; complete the form and send it to DESE. https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf

2) Logon to the System. To access the MAP Results system via the web go to https://k12apps.dese.mo.gov/webapps/logon.asp or from the DESE's main doorway http://dese.mo.gov/ click on Web Application Login in the lower left-hand corner.

3) Enter your User ID and Password

4) Choose the Reports Menu Listed at the Bottom (NOTE: Your view of the Applications Menu will show all systems that you have access to.)
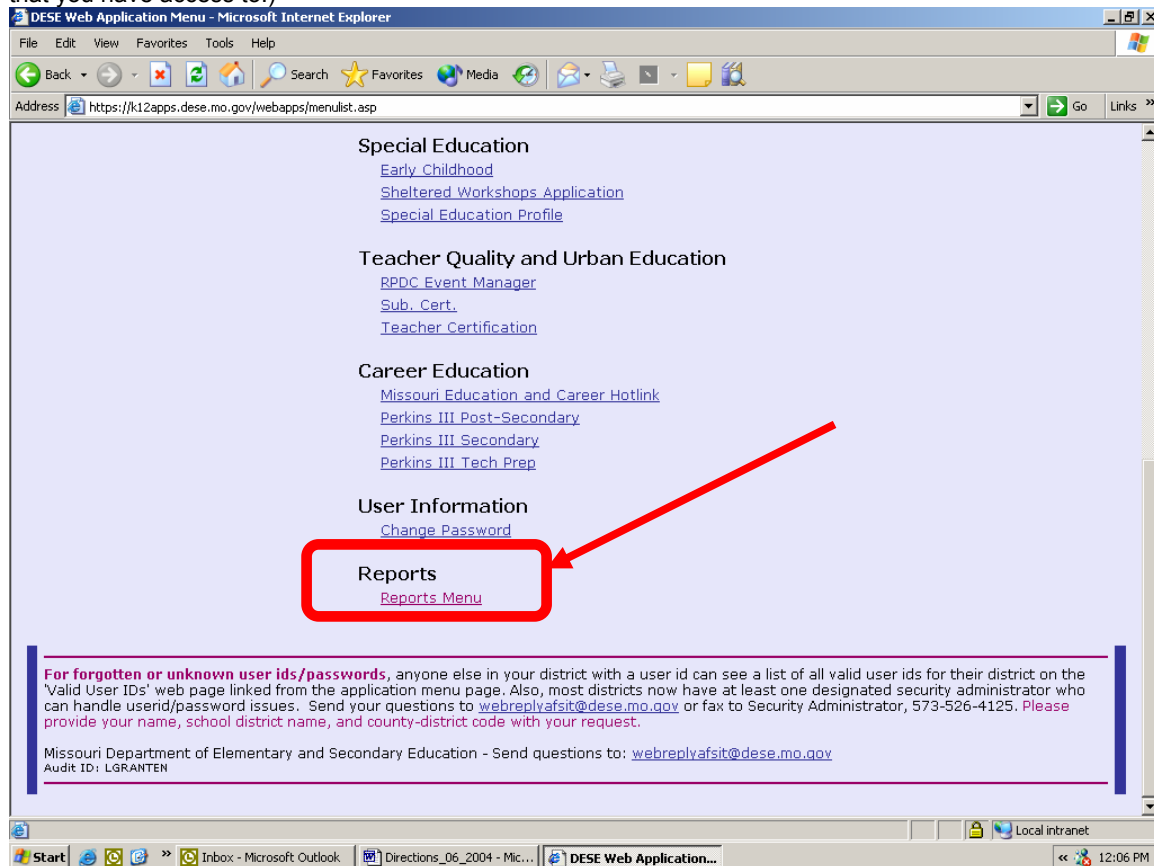
5) Choose MAP Results
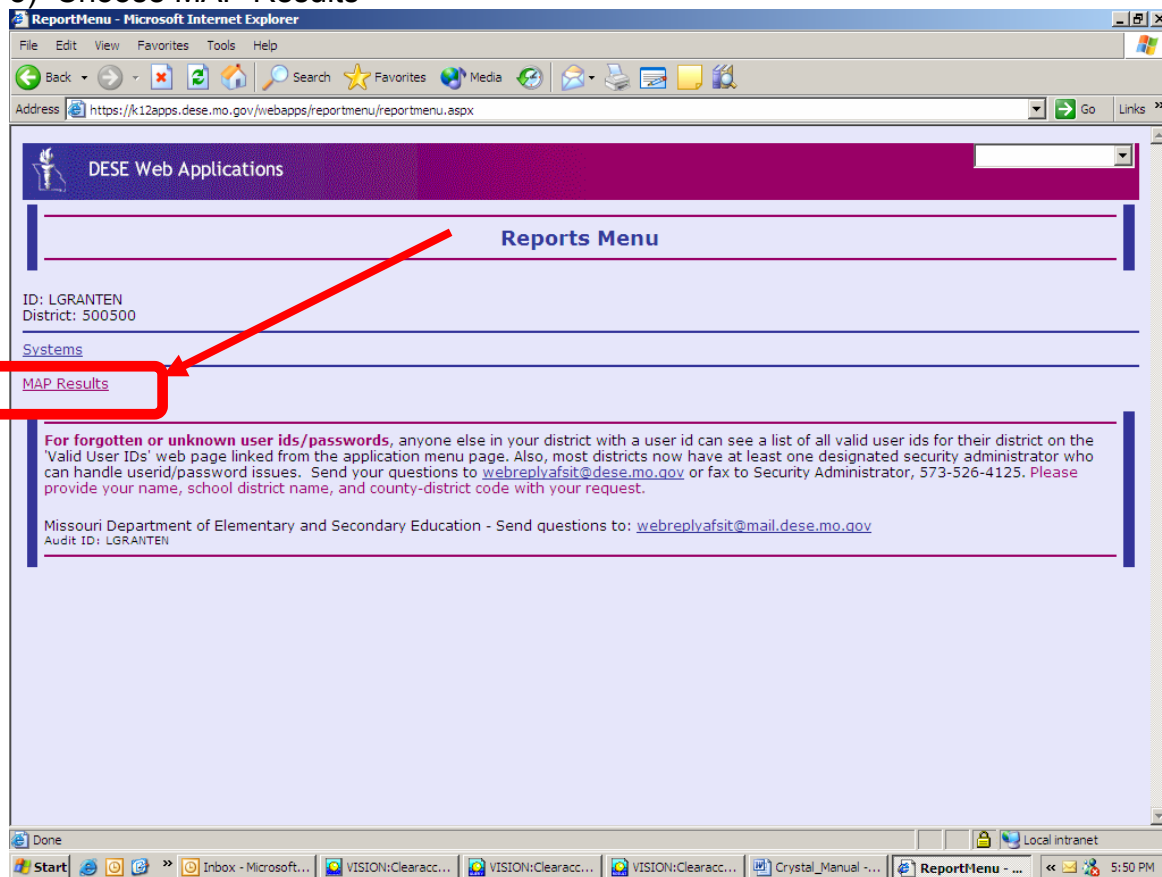
6) Choose Achievement Level (NOTE: The report folders are named the same as within the Clear Access System. Additional reports will be added.)
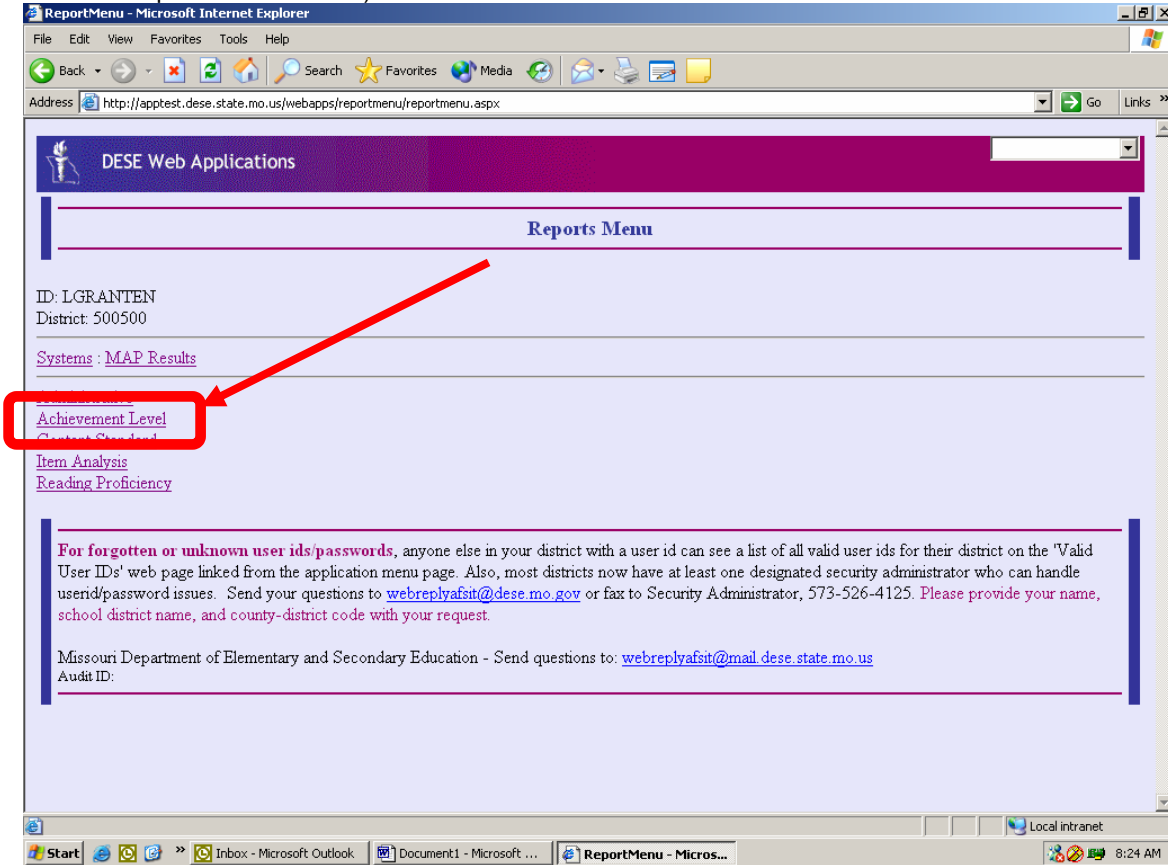
7) Select a Report – Choose <u>Achievement Level Report</u> (NOTE: At the end of this document is a list of the Clear Access Reports and how they relate to the online reports.)
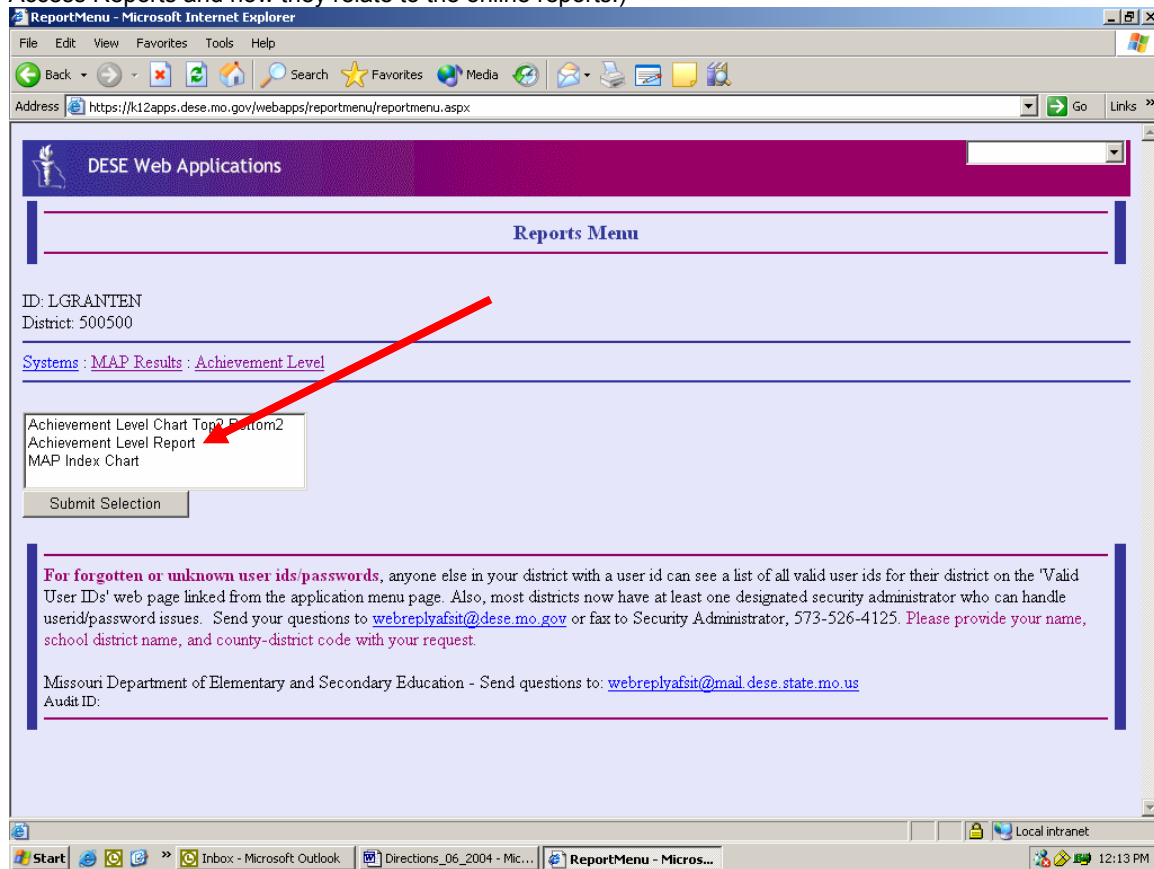
8) This is the "Filters" page, which will allow a user to customize the report. If no filters are chosen the report will return all data. To make selections, a user can highlight an item and click on the arrow moving the item to the selection box. Multiple items can be selected by holding down the shift key and choosing more than one item. For example, if the user would like the years 1999 – 2003, then they could click on 1999 hold down the shift key and click on 2003, then click on the arrow moving all years to the selection box. (NOTE: Filter pages will differ for each report. See the section on Report Filters.)

Choose the following Filters:
Summary Level – District, School, State
Year – 1999, 2000, 2001, 2002, 2003
Content Area and Grade – Communication Arts/03, Communication Arts/07, Communication Arts/11
Category and Type – Total/Total (at the bottom of the list)
School Type – Do not choose anything

Click on Generate Report

9) Notice the Report is displayed in a separate browser window.
The "tool bar" across the top of the report allows a user to drill down, export the data, print, or search the report.

| Report Tree | Export Options | Print Report | Page Navigation | Go To (Find Option) | Search Option |

Viewer - Microsoft Internet Explorer

Close browser when finished.

| Main Report ▾ | | 1 / 1+ | | | | 100% ▾ |

⊞ State
⊞ District
⊞ School

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program

MAP Achievement Level Report

State Totals

Total	Content Area	Grade	Year	ACC	REP	LND	LND%	%Step1	%Prog	%NP	%Prof	%Ad
Total	Com. Arts	03	1999	70,630	69,103	1,527	2.2	9.6	22.4	39.2	27.6	1.
Total	Com. Arts	03	2000	71,261	69,686	1,575	2.2	8.8	21.3	38.2	30.1	1.
Total	Com. Arts	03	2001	71,716	70,544	1,172	1.6	7.5	21.1	39.8	30.6	1.
Total	Com. Arts	03	2002	68,918	68,013	905	1.3	6.3	20.0	38.4	33.6	1.
Total	Com. Arts	03	2003	65,956	64,897	1,059	1.6	7.1	19.3	39.5	32.7	1.

Done   Local intranet

| | | | 2002 ▾ | Health P.E./05 |
| | | | | Mathematics/04 ▾ | |

Category and Type				School Type	
Disability Diagnosis/Autism	>	Total/Total		Elementary Schools	>
Disability Diagnosis/Behavior Disorder	<			High Schools	<
Disability Diagnosis/Blind				Junior Highs	
Disability Diagnosis/Deaf/Blind				Middle Schools	

Generate Report

Generating the report with no filters will result in all data being returned

For forgotten or unknown user ids/passwords, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle userid/password issues. Send your questions to webreplyafsit@dese.mo.gov or fax to Security Administrator, 573-526-4125. Please provide your name,

Done   Local intranet

Start | Inbox - Microsoft Outlook | Directions_06_2004 - Mic... | Filters - Microsoft Intern... | Viewer - Microsoft Int... | 12:41 PM

The report tree allows a user to drill down within the report. A user can create a "sub-report" by clicking on types within the report. By clicking on TOTAL within the report that section of the report will be displayed as a sub-report and that portion can be printed.

```
Viewer - Microsoft Internet Explorer                                                    _ |8| X
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Close browser when finished.

Toolbar: [icons] Main Report ▼ | 15 / 15+ | [box] [box] | 🔍 | 100% ▼

Report tree (left panel):
- State
  - 0000
    - Com. Arts
      - Disability Diagn
      - Gender
      - MSIP
      - MSIP Race
      - Race/Ethnicity
      - Special Program
      - Total
        - Total
    - Fine Arts
    - Health P.E.
    - Mathematics
    - Science
    - Social Studies
  - District
  - School

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program

MAP Achievement Level Report

				ACC	REP	LND	LND%	%Step1	%Prog	%NP	%Prof	%Adv
State												
0000												
Non IEP Students	Com. Arts	11	2002	52,956	51,356	1,600	3.0	12.5	17.0	44.4	25.3	0.8
Titlel	Com. Arts	03	2000	21,194	20,629	565	2.7	15.9	31.5	35.6	16.4	0.6
Titlel	Com. Arts	03	2001	23,782	23,312	470	2.0	13.4	30.7	37.6	17.8	0.5
Titlel	Com. Arts	03	2002	22,048	21,722	326	1.5	11.6	29.5	37.6	20.3	0.9
Titlel	Com. Arts	07	2000	8,908	8,458	450	5.1	30.3	30.0	25.2	13.5	1.0
Titlel	Com. Arts	07	2001	10,614	10,162	452	4.3	28.0	28.9	27.1	15.4	0.6
Titlel	Com. Arts	07	2002	10,734	10,429	305	2.8	25.7	31.0	28.9	14.0	0.4
Titlel	Com. Arts	11	2000	3,248	2,812	436	13.4	29.9	24.3	33.0	12.3	0.6
Titlel	Com. Arts	11	2001	3,891	3,631	260	6.7	32.3	23.1	33.1	11.3	0.3
Titlel	Com. Arts	11	2002	4,597	4,288	309	6.7	35.2	[achievement_level.STEP1_PCT (Number)]				
Vocational Concentrator	Com. Arts	03	2001	6	6	0	0.0	16.7	33.3	33.3	16.7	0.0
Vocational Concentrator	Com. Arts	03	2002	36	34	2	5.6	2.9	20.6	38.2	32.4	5.9
Vocational Concentrator	Com. Arts	07	2001	13	7	6	46.2	14.3	14.3	42.9	28.6	0.0
Vocational Concentrator	Com. Arts	07	2002	30	27	3	10.0	25.9	29.6	33.3	11.1	0.0
Vocational Concentrator	Com. Arts	11	2001	4,025	3,941	84	2.1	21.3	24.7	41.3	12.5	0.2
Vocational Concentrator	Com. Arts	11	2002	4,489	4,382	107	2.4	23.9	22.6	39.5	13.8	0.2
Total												
Total	Com. Arts	03	2000	71,261	69,686	1,575	2.2	8.8	21.3	38.2	30.1	1.6
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Total	Com. Arts	07	2000	68,794	66,713	2,081	3.0	15.9	21.9	29.9	29.2	3.1
Total	Com. Arts	07	2001	69,721	67,971	1,750	2.5	13.7	20.8	31.2	32.2	2.0
Total	Com. Arts	07	2002	70,872	69,552	1,320	1.9	13.3	22.2	32.5	30.0	2.0
Total	Com. Arts	11	2000	56,745	53,396	3,349	5.9	19.2	19.6	38.4	21.8	1.0
Total	Com. Arts	11	2001	56,916	54,568	2,348	4.1	15.1	18.7	43.6	22.3	0.3
Total	Com. Arts	11	2002	59,185	57,009	2,176	3.7	17.1	17.5	41.7	23.0	0.7

Status bar: Local intranet

Taskbar: Start | Inbox - Microsoft Outlook | PilotDirections - Microsof... | Filters - Microsoft Intern... | Viewer - Microsoft Int... | 8:57 AM

10) When finished with the report close the browser window. Make modifications to the filters for this report or click on Return to Reports Menu to choose another report. **(Note: Do not use the "BACK" button always navigate within the page using the links that are available.)**

Close browser when finished.

Missouri Department of Elementary and Secondary Education
Missouri Assessment Program

MAP Achievement Level Report

State
0000
Com. Arts

				ACC	REP	LND	LND%	%Step1	%Prog	%NP	%Prof	%Adv
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Titlel	Com. Arts	07	2001	10,614	10,162	452	4.3	28.0	28.9	27.1	15.4	0.6
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Total	Com. Arts	11	2002	59,185	57,009	2,176	3.7	17.1	17.5	41.7	23.0	0.7

Tree navigation:
State
  0000
    Com. Arts
      Disability Diagn
      Gender
      MSIP
      MSIP Race
      Race/Ethnicity
      Special Program
      Total
        Total
    Fine Arts
    Health P.E.
    Mathematics
    Science
    Social Studies
District
School

Crystal Reports and how they correspond to the Clear Access Reports

This is a cross walk between the Clear Access Reports and how they relate to the reports in the new MAP Results online system using Crystal Reports.

CLEAR ACCESS		CRYSTAL REPORTS	
Folder	**Reports**	**Web Link**	**Reports**
Achievement Level	Achievement_Grade_Level_Summary_Report Achievement_Level_Report Achievement_Level_School_Building_Summary Achievement_Level_Summary_Report Summary_District_Disaggregate Summary_of_Selected_Disaggregates Summary_of_Selected_Disaggregates_School	Achievement Level	Achievement Level Report
Achievement Level	Achievement_Level_Chart_Top2_Bottom2 Achievement_Level_Chart_Top2_Bottom2_School	Achievement Level	Achievement Level Chart Top 2 Bottom 2
Achievement Level	MAP_Index_Chart MAP_Index_Chart_School	Achievement Level	MAP Index Chart
Administrative	AP_Dual_Credit HSVocational_Student_List HSVocational_Student_Summary Level_Not_Determined Map_Scale_Score_Summary_Report	Administrative	AP_Dual_Credit HSVocational_Student_List HSVocational_Student_Summary Level_Not_Determined Map_Scale_Score_Summary_Report
Administrative	AYP_District AYP_School	Administrative	AYP
Administrative	Step1_Students Step1_Students_ContentArea_Grade Step1_Students_ContentArea_Grade_School Step1_Students_Grade	Administrative	Students_Scoring_Step1
Administrative	Student_Demographic Student_Demographic_School	Administrative	Not yet available
Administrative	Student_Report	Administrative	Students Report
Content Standards	Content_Standards_FRL Content_Standards_FRL_School Content_Standards_IEP Content_Standards_IEP_School Content_Standards_LEP Content_Standards_LEP_School Content_Standards_Race Content_Standards_Race_School	Content Standards	Content Standards
Content Standards	Content Standards School	Content Standards	Content Standards
Content Standards	Content Standards Student	Content Standards	Content Standards Detail

| CLEAR ACCESS		CRYSTAL REPORTS	
Folder	**Reports**	**Links/Folders**	**Reports**
Item Analysis	Content_Item_Analysis_CA Content_Item_Analysis_CA_Achievement_Level Content_Item_Analysis_CA_Achievement_Level_School Content_Item_Analysis_CA_School Content_Item_Analysis_Math Content_Item_Analysis_Math_Achievement_Level Content_Item_Analysis_Math_Achievement_Level_School Content_Item_Analysis_Math_School Content_Item_Analysis_Sci Content_Item_Analysis_Sci_Achievement_Level Content_Item_Analysis_Sci_Achievement_Level_School Content_Item_Analysis_Sci_School Content_Item_Analysis_SS Content_Item_Analysis_SS_Achievement_Level Content_Item_Analysis_SS_Achievement_Level_School Content_Item_Analysis_SS_School Process_Item_Analysis_CA Process_Item_Analysis_CA_School Process_Item_Analysis_Math Process_Item_Analysis_Math_School Process_Item_Analysis_Sci Process_Item_Analysis_Sci_School Process_Item_Analysis_SS Process_Item_Analysis_SS_School	Item Analysis	Not Yet Available
Item Analysis	IBD_and_ave_points_earned_ca IBD_and_ave_points_earned_ca_School IBD_and_ave_points_earned_math IBD_and_ave_points_earned_math_School IBD_and_ave_points_earned_sci IBD_and_ave_points_earned_sci_School IBD_and_ave_points_earned_ss IBD_and_ave_points_earned_ss_School	Item Analysis	Content Standard IBD
Reading Proficiency	MSIP_Reading_Chart	Reading Proficiency	Reading Chart
Reading Proficiency	MSIP_Reading_Report MSIP_Reading_Report_Disag_Summary MSIP_Reading_Report_Selected_Disag	Reading Proficiency	Reading Report
Reading Proficiency	Students_Proficient_Level Students_Proficient_Level_School Students_Satisfactory_Level Students_Satisfactory_Level_School Students_Unsatisfactory_Level Students_Unsatisfactory_Level_School	Reading Proficiency	Student Reading Report

Downloading the Clear Access Data file and 2004 Report Folder

For the 2004-2005 school year, DESE has moved from Clear Access to Crystal Reports, which is a technology that enables secure Web-based access, to analyze Missouri Assessment Program (MAP) data. Much like Clear Access, Crystal Reports will permit district staff to generate reports, download data into a variety of formats, and perform ad hoc querying. Currently, only report generation and data downloading are available; other reporting functions will become available throughout the year.

During the past several years, DESE would create a CD containing a "data file" (Access *.mdb) and a "Report Folder" for the district to use locally with Clear Access. This year, as DESE moves to the new reporting tool, the Access database file (*.mdb) and the MAP_2004_Reports folder that have always been created are available for download on this site for districts that would like the ability to use Clear Access or the data file while adjusting to Crystal Reports. DESE will NOT provide these files on CD this year.

How to download the data files:
1) After logging on, and going to Reports Menu, MAP Results, click on the dropdown box in the top right-hand corner and choose "Download MAP Data".
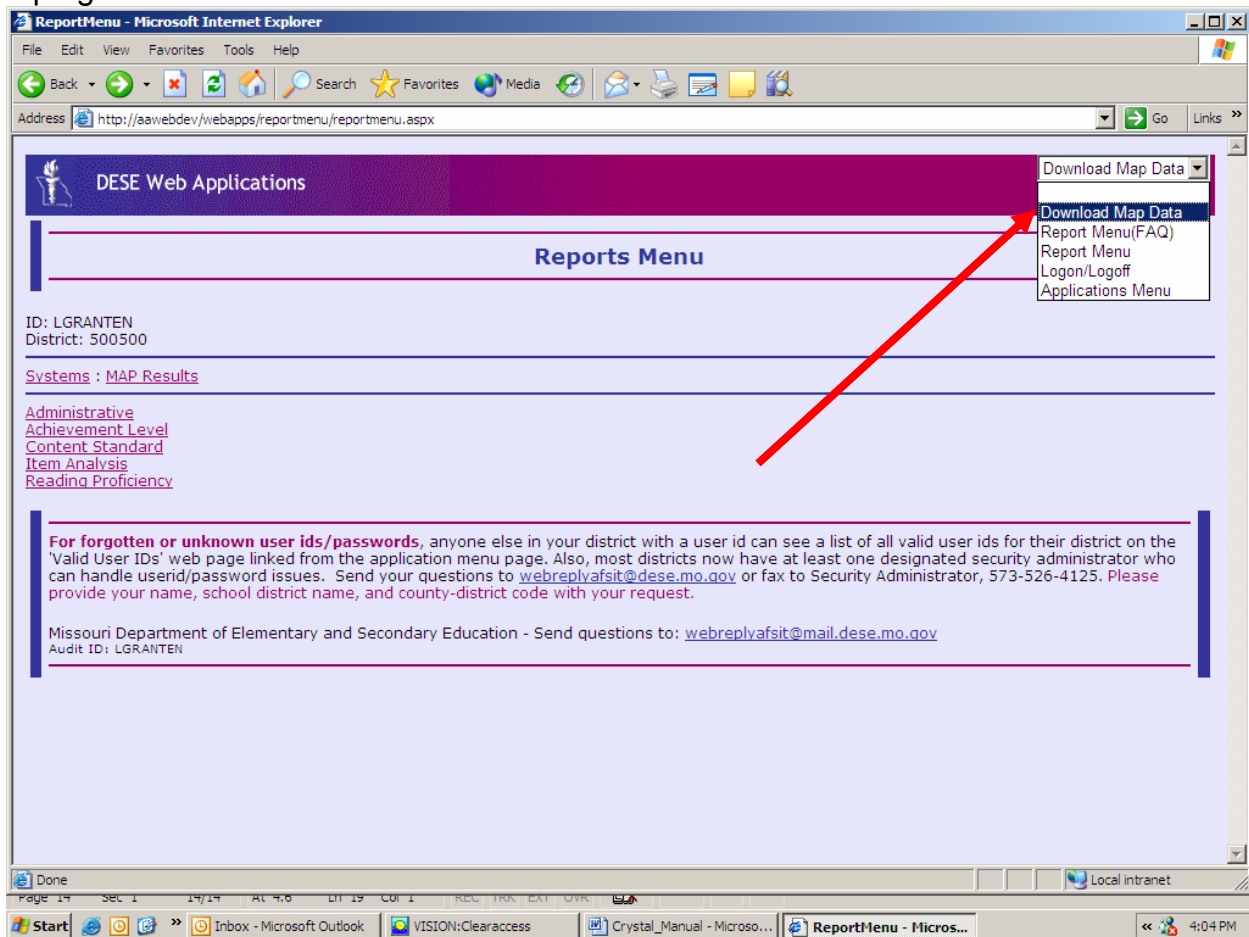
2) Click on any of the buttons at the bottom of the page to download the files.
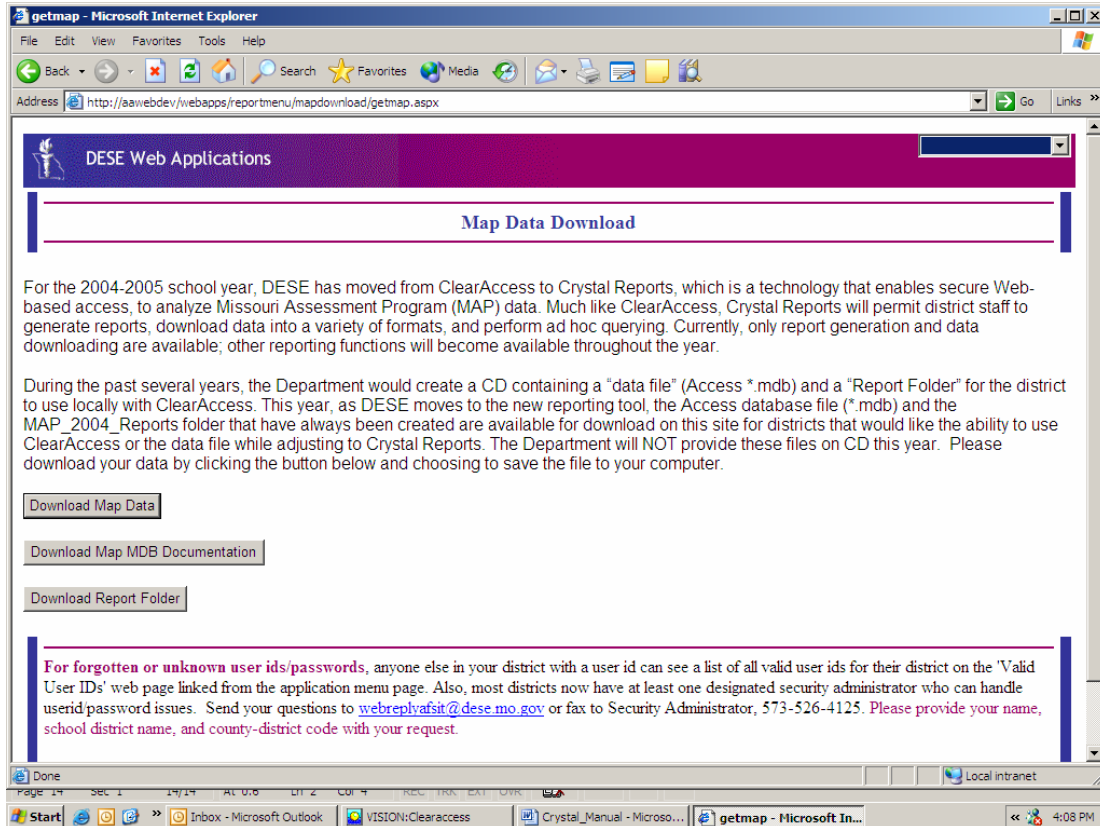
Note: There are three items that can be downloaded.

1) Download MAP Data → this is the Access (*.mdb) file that has been provided on the CD in the past. It will be a zipped file with the name MAP_1999_xxxxxx.mdb (where the xxxxxx is the districts six digit county district code). Even though the file is named 1999 the data is for the current year.

   This file can be saved locally on the hard drive or on the network. It should be saved to a CD and can be used with Clear Access the same way as prior years. If the file is NOT saved to a CD then be sure to update the ODBC connection to point to the location of the file. See setting up your ODBC in the Clear Access Manual.

2) Download MAP MDB Documentation → this is an excel workbook with a list of every table in the *.mdb file, and each of the columns within those tables. This will also show the changes from the 2003 file to the 2004 for the record layout.

3) Download Report Folder → this is a zipped file that includes the MAP 2004 Reports folder to be used with Clear Access.

   This file should be saved on the hard drive in the following location: c:\clearacc\scripts\ it will need to be unzipped.

Known Issues/Problems

❖ "Pop-Up Add Blocker" – some machines have software installed or have set the properties on the web browser to not allow "pop up" windows. The Crystal Reports system is displaying the report in a pop-up window, so if the blocker is turned on the reports may not display. If this is occurring, choices can be made on the filters page, after clicking on Generate Report nothing will happen. There will be a note in the lower left-hand corner of the web browser stating that window will not display because of pop-up blocker. Each machine is different but here are some ways to fix this problem:

☑Turn pop-up blocker off.
☑The option might be provided to allow only pop-up windows from the current site to be displayed.
☑When clicking on generate report, hold down the "Ctrl" key and the report should display.

❖ When exporting the data to MS-Excel 97-2000 (Data Only) the column headings will shift and may need adjusting.

❖ When navigating from report to report, do NOT use the BACK button. Always use the links within the web page.